



No Wrong Door Planning Grant 3-Year Plan: April 30 Reporting Deadline

No Wrong Door System of Access to Long Term Services and Supports for All Populations and All Payers

The U.S. Administration for Community Living (ACL), the Centers for Medicare & Medicaid Services (CMS) and the Veterans Health Administration (VHA) have developed this Funding Opportunity Announcement (FOA) to assist states in the planning of a NWD System to help individuals access long term services and supports (LTSS). The NWD System will make it easy for people of all ages, disabilities and income levels to learn about and access the services and supports they need. The NWD System will also provide states with a vehicle for better coordinating and integrating the multiple access functions associated with their various state administered programs that pay for LTSS.

The main "deliverable" of this 12-month grant planning period is a 3-Year Plan that includes a detailed strategy, work plan, and budget the state will use, pending the availability of additional federal support, to begin transforming the multiple access functions that are administered by its various LTSS programs into a single statewide NWD System to access LTSS for all populations and all payers. The online 3-Year Plan template will guide you through the process of completing your 3-Year Plan.

Using the 3-Year Plan Template

The template is broken down into multiple sections that are listed along the left hand side of the tool. Each of these sections represents a required component of the 3-Year Plan:

- Executive Summary
- NWD Mission and Vision
- NWD Assessment
- NWD Governing Body
- NWD Stakeholder Engagement
- Goals and Action Items
 - Governance and Administration
 - Public Outreach and Links to Key Referral Sources
 - Person Centered Counseling
 - Streamlined Access to Public Programs
- Overall NWD Plan Performance
- NWD Communication and Marketing Plan

Grantees can navigate to each of these sections to begin completing portions of the 3-Year Plan. This template will allow you the functionality to save, edit, print and submit each of these sections as you develop your plan. Each section also includes guidance from ACL, CMS and VHA that will assist you as you develop your 3-year plan.

Completing the 3-Year Plan

Sections of the 3-Year Plan will be completed and submitted in phases:

January—"NWD Mission and Vision" and "NWD Stakeholder Engagement" sections

April—"NWD Assessment"

September—Final 3-Year Plan (all sections)

While some sections are due before the completion of the 12-month planning period, all sections are in draft form until the final submission in September 2015. Grantees are able to edit these sections even after they are submitted in January or April. When entering the reporting template, grantees will see that their January submissions can be edited and resubmitted.

NWD Assessment Section—due April 30

Questions to consider as you develop this section:

1. What assessment process did you use to identify your NWD system's strengths, weaknesses, opportunities and barriers?
2. How were stakeholders involved in the assessment?
3. What are your assessed strengths, weaknesses, opportunities and barriers?

Why do a NWD assessment? Doing an assessment first, before developing the plan:

- Provides a foundation to a NWD system that fundable and measurable;
- Targets resources;
- Energizes existing efforts;
- Provides an opportunity for you to take a fresh look at the NWD system, identify strengths, weaknesses, opportunities for growth and barriers/threats to change; and
- Enables you to establish a positive and meaningful stakeholder engagement process that builds on stakeholder feedback and follows through to implementation and continuous quality improvement.

An assessment can involve:

- Collection and analysis of data;
- Survey information;
- Focus or discussion groups;
- A public policy review; and

- A review of current programs, activities and resources using tools like fault tree analysis, cause and effect diagrams, and value streaming.

Submitting to Grant Solutions

After submitting by April 30, all grantees will also submit the draft 3-Year Plan to Grant Solutions. This only includes the first three sections (NWD Assessment, NWD Stakeholder Engagement, and NWD Mission and Vision). A timely submission to Grant Solutions is required by the U.S. Department of Health and Human Services. Please utilize the PDF function within the 3-Year Plan Template to create a PDF of the draft 3-Year Plan that can be uploaded to Grant Solutions. Please contact your ACL Project Officer or your Grants Management Specialist if you have any questions.

Available Resources

On the “Resources” tab of this tool you will find key resources that will assist you in the development of your plan including:

- ACL-CMS-VHA No Wrong Door Funding Announcement with Attachments
- Project Officer Contact Information
- Technical Assistance Team Leads
- NWD Planning Grant Toolbox

State developed resources can also be accessed from the [Planning Grantees Webpage](#) on the ADRC Technical Assistance Exchange.

Seeking Assistance

If you have questions about the functionality of this template or if you need assistance with using or navigating the template, please contact Chris.Ragsdale@acl.hhs.gov.

If you have questions about what information you should include in your 3-Year plan, please contact your Project Officer.